

Personal Statement



The main aim of the statement is to persuade admission tutors that you are **passionate about your subject**, you **understand what the degree will involve** and you **have the skills and qualities needed to be a success**.

You also should **use the statement to show you are an interesting and well-rounded individual**. You can do this by **referring to volunteering or paid work/extra-curricular activities** you are involved in.

Universities may invite you for an **interview as part of the selection process**. Some courses will ask for an **online or physical portfolio of work**.

Remember, anything you say in your personal statement is **likely to be brought up at the interview**, so **keep a copy to re-read** beforehand.



Write your personal statement **initially on Unifrog**, and then **copy and paste** it into **your online application when directed** to do so by your form tutor.

Check the 4,000 character and 47 line limits (this include line breaks, spaces etc).

When you do **add it to your application**, **save it regularly** as it **times out after 35 minutes of inactivity**.

<https://www.ucas.com/undergraduate/applying-university/writing-personal-statement/how-write-personal-statement> (show video)



TELL
YOUR
STORY



Section 1 - Why do you want to study this subject?

Explain:

- What has inspired you to want to find out more about a particular subject?
- Why you are applying to study your subject to degree level?
- How personal experiences in your life, courses you have attended, the content of your character and your academic talents make you a suitable candidate?
- What is your career goals? (particularly if relevant to the subject you are applying).

This will make up 30-50% of your statement.



Example of Section 1

I have always been fascinated by business and the impact it has on the world we live in. To gain a better understanding of business, I organised work experience with three different businesses: [example one], [example two] and [example three]. At the [example one], I was given an opportunity to analyse a variety of business ideas and judge whether they were worth investing in. The [example two] was the most interesting for me as I was exposed to the world of buying and selling; equities as well as a variety of other commodities. The firm was interested in investing in container ships and I was amazed at how volatile the prices were. I also gained some work experience with [example three]. I found this large firm intriguing, as it specialises in many areas from real estate to multi million pound investments in equities.



Section 1 Notes:



Section 2 - What have you done in the past that makes you particularly suitable to study the subject?

Explain:

- What areas of your subjects have you found interesting? **(Gives a particular emphasis on the areas of your studies that are particularly relevant to your application – start with the subject that is most relevant to your course).**
- What experiences you have beyond your obligations? (i.e. wider reading, research, MOOCs, EPQ, leadership roles within school and outside of school etc).
- What work placement(s) you have completed in your field of interest?
- What you gained from your work experience?

This will make up 25-35% of your statement and demonstrate commitment and initiative.



Example of Section 2

Two of my favourite business books are Alan Sugar's autobiography and Naomi Klein's No is Not Enough. Sugar's book provides a fascinating insight into the life of an entrepreneur and I particularly enjoyed his advice on how to set up and successfully manage businesses. Klein's book focuses on the link between politics and business seen through the life of Donald Trump and I was particularly taken by her argument that he is using his presidency to enhance his brand image. I enjoyed a debate on whether the government should have bailed out the banks



Section 2 Notes:



Section 3 - What else have you done that would contribute to the university community?

Explain:

- What activities have you been involved in beyond your academic studies? (i.e. summer programmes, paid work etc).
- What valued skills and qualities can you offer to the university? (i.e. time management, organisational skill, leadership, team work etc)

This will make up 20-30% of your statement.



Example of Section 3

I am interested in studying a business-related degree because I believe that business should be run for the benefit of all in society. One of the biggest issues facing business and politics today is the increasing divide between rich and poor. According to Oxfam, the wealth of the richest 8 people in the world is the same as the poorest 50%. This needs to change. I recently entered an Economics essay competition in which I argued for greater fairness in income distribution as I strongly feel that the world needs to be a fairer place. Therefore, I would love to study on this course not only to further my own career but also to bring values fairness and equality to the world of business



Section 3 Notes:



Oxbridge Personal Statement

<https://youtu.be/fWNefPddcq8>

https://admin.wadham.ox.ac.uk/media/documents/Personal_Statements_Open_Day.pdf



Section 1 – Why do you want to study this course?

Explain:

- Why you are excited about your course.
- Your current studies.
- How your studies will equip you for the undergraduate degree.
- Any influences from outside reading.
- What has inspired you.



Example of Section 1

My first exposure to the concept of genetic disease was whilst doing work experience at a deaf school. I found it incredible that the assortment of four bases could have such a tangible effect on health and development. This sparked my curiosity in the theory of genetic mutation, and was my first introduction to Biochemistry.



Section 1 Notes:



Section 2 – Super curricular

Explain:

- How have you developed your knowledge outside of the classroom.
- What you have read, watched, visited or listened to that has inspired you.
- Why was it interesting.
- How so these support and compliment the course you are applying for.

Section 1 and 2 will make up for 80% of your statement.

The activities for this section could be from Summer schools, EPQ, work experience, reading, podcasts, lecturers, documentaries, academic competitions etc.



Example of Section 2

While reading A Very Short Introduction to Molecular Biology, I was struck by a segment on regulatory RNA molecules. I was particularly fascinated by the concept of RNA used in the regulation of gene expression. This led me to a Nature article about Riboswitches: RNA molecules that can bind to a ligand and change their physical conformation. This happens in the expression region of the riboswitch, and determines whether the RNA is transcribed or not, i.e. by forming hairpin loops, or cleaving itself. In this way, RNA can control itself using a system that is both simple and immediate. Taking biochemistry at degree level would allow me to learn more about cell function and control, but would also let me explore the full breadth of the subject, by using chemistry to explain biological processes.



Section 2 Notes:



Section 3 – Extra-curricular

Explain:

- The skills that you have acquired during your studies and extra curricular activities.
- How they are transferable to the course.

This section will make up for 20% of your personal statement.



Example of Section 3

Balancing my work in school as a language and student council prefect, as well as working part-time, has greatly improved my organisational skills, as well as teaching me how to properly arrange my time.

Or

...represent my school in hockey and netball, for which teamwork and commitment are crucial.



Section 3 Notes:



Covering Letter (Apprenticeships)



Structure

Specifically addressing the personnel in the company:

- Dear Mr/Mrs XXX

Paragraphs

1. Why are you writing the letter?
2. What relevant experience do you have?
3. Are you suitable for the role?
4. Summary

Signing off the letter:

- Yours Sincerely
- Yours faithfully



Addressing the letter

Jo Yotan
54 The Close
Nearton
Herechester
HC5 1CH
joyo@gmail.com
07788 999000

Ms Geraldine Cranefeld
Student recruitment manager
International Engineering
Engineering House
XYZ Business Park
Herechester
HC7 4JP

5th May 2023

Dear Ms Cranefeld

2023 Engineering Degree Apprenticeship Programme



Paragraph 1 – Why are you writing the letter?

Explain:

- Why you are writing the letter.

State:

- The position you are applying for.
- Where you have seen the advert for the apprenticeship position.
- When you are available to start.

I would like to apply for your 2023 Engineering Degree Apprenticeship Programme and am attaching my CV. I would like to get a degree through combining practical, on-the-job learning with classroom experience and I am particularly interested in the Electronics Engineering Programme on offer.



Paragraph 1 Notes:



Paragraph 2 – What relevant experience do you have?

Explain:

- The relevant experience that you have.
- How your skills match the specific requirements of the job description.
- Any additional strengths that you possess.
- How these would benefit the company.



Since completing my A-levels in maths, IT and physics, I have worked at Foodhouse Superstore, covering shifts as rostered. I have mainly worked in stock replenishment, helping out on other teams if needed, including customer service on tills and the shop floor.

I also have a Saturday job at a local car repair workshop. In the two years I have worked there, I have been involved in all aspects of car repair. Recently, I have taken on more of the electronic and diagnostic work, enabling me to use and improve my problem-solving skills.

I did my Year 10 work experience at a HVAC company, where I spent time on site with one of the field engineers and worked in the office to see how jobs are booked and scheduled. I was particularly fascinated by how heating and ventilation systems are planned in the design department.

My time management and organisation skills have helped me to combine schoolwork with my weekend job while also keeping up my sports. I am pleased that I helped my netball team win the cup at the same time as achieving good grades.



Paragraph 2 Notes:



Paragraph 3 – Are you suitable for the role?

Explain:

- Why you are suitable for the role.
- What attracted you to it.
- Why you are interested in working for the company.
- What you can offer the company.

Note: Show off your knowledge of the company from research that you have conducted.

I am keen to work for International Engineering, as a local company which works across the UK and internationally. I would like to use my engineering training to work on your alternative energy projects, such as the collaborations with African nations to reduce the dependency on oil.



Paragraph 3 Notes:



Paragraph 4 – Summary

Explain:

- Reiterate your interest in the role.
- Your desire for an interview.
- Dates and times that you are unavailable.



Paragraph 4 Notes:

